



Potomac Yard Condensed Occupant Emergency Plan

2013



Emergencies Happen—Are You Ready?

There are simple steps you can take to prepare for and respond to emergencies occurring at Potomac Yard. The Potomac Yard Condensed Occupant Emergency Plan (OEP) details those steps and provides a common sense framework for preparing for the unexpected. This plan details procedures for reporting emergencies, evacuating, sheltering in place and responding to a variety of workplace emergencies; it also provides information and resources to support your personal preparedness planning.

Successfully responding to emergencies requires each employee's individual effort to know and follow the emergency procedures detailed in this OEP. Take time now to familiarize yourself with the plan so that your response to an emergency becomes second nature. If you have specific questions about this plan or general questions about emergency procedures, contact the OEP Program at Occupant_Emergency_Plan@epa.gov.

About Potomac Yard

The Potomac Yard Condensed OEP is a short-term emergency response plan that outlines procedures for safeguarding employees, visitors and government property during emergencies occurring at the North and South Potomac Yard Buildings, located at 2733 (North building) and 2777 (South building) Crystal Drive, Arlington, VA 22202. The buildings can be accessed from Crystal Drive at 27th Street.

Emergency Notification Methods

Multiple notification methods are available to alert Potomac Yard occupants and provide guidance on the appropriate actions to take during emergencies.

For an evacuation, the following emergency notification methods are available:

Primary: Fire Alarm System (automatic or manual [pull station] activation)

Backup: Public Address System (PAS)
OEP Phones
Word of Mouth
Megaphones (Bullhorns)
Runners

For sheltering in place, the following emergency notification methods are available:

Primary: PAS

Backup: OEP Phones
Word of Mouth
Email
Megaphones (Bullhorns)
Fire Alarm PAS (alarm will not sound)
Runners

Any specific direction related to employee response actions will be given to facility occupants at the discretion of the EPA Potomac Yard Designated Official.

OEP Response Team

This OEP establishes separate OEP Response Teams at Potomac Yard North and South comprised of designated and volunteer personnel that work together to notify and assist their respective occupants during an emergency, and ensure an effective and efficient response.

Designated personnel (identified by red vests)

- **The Designated Officials** for Potomac Yard North and South manage their respective OEPs; coordinate with emergency response personnel, such as the fire department and law enforcement; and relay the "All Clear" or dismissal orders.
- **The Occupant Emergency Coordinators** for Potomac Yard North and South support their respective Designated Officials and manage occupant response to the emergency; track floor clearance status reports; direct Floor Monitors and Assistance Monitors; and ensure that appropriate emergency procedures are followed.

Volunteer personnel (identified by blue vests)

- **The Floor Monitors** instruct Potomac Yard employees, contractors, and visitors to evacuate or Shelter-In-Place (SIP); check EPA-occupied space to ensure occupants have relocated to the Assembly Area or Area of Refuge; and report floor clearance status to the Occupant Emergency Coordinator.
- **The Assistance Monitors** help individuals with access and functional needs to the Areas of Refuge and report their name and location to the Security Command Center; they also support Floor Monitors with floor clearance checks.

For a roster of Potomac Yard OEP Response Team volunteers, contact the Potomac Yard Occupant Emergency Coordinators:

- North: Tyrone Price (price.tyrone@epa.gov)
- South: Jim Kearns (kearns.jim@epa.gov)

Reporting Emergencies

Emergency Contacts

Police, Fire, Medical
Emergencies 911

EPA Potomac Yard
Security Command Center 7777*
703-347-8700
703-603-0625**

Federal Protective Service..... 877-437-7411
TTY: 301-763-0126

What to Report:

- Identify yourself and give the location and telephone number from which you are calling.
- Identify the nature of the emergency, what assistance is needed, and the status of any victims.
- Describe any actions already taken to assist any victims and respond to the emergency.

Other Important Contacts:

Security Operations Branch..... 202-564-1500
OARM-OA-SMD-OB@epa.gov

Facilities/Building Services 202-564-2100

Safety, Health and
Environmental Management
Division 202-564-1640

** Dial only from an EPA desk telephone.*

***Use this analog number in the event of a power disturbance.*

Evacuation

Evacuation Procedures

Potomac Yard follows selective evacuation, meaning the fire alarm notification will occur on the incident floor, the floor above, and the floor below. When the fire alarm sounds or an evacuation is ordered on your floor:

1. Remain calm and follow the instructions of your senior leaders, OEP Team volunteers, and emergency response personnel.
2. If you are at your desk, lock your computer and secure sensitive work materials.
3. Take essential personal items (e.g., wallet, purse, keys, medications) and your EPA badge with you, but do not return to your desk to get them. Do not take beverages, food or large items with you.
4. Evacuate the building using the nearest stairwell and emergency exit. Do not run, use elevators or refuse to evacuate. If you are already on an elevator and become stuck, use the "push to talk" intercom button or the emergency telephone to report your situation.
5. Once outside, move away from the building and proceed to the designated Assembly Area. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Be mindful of traffic and use crosswalks when crossing the street.
6. Check in with your supervisor for personnel accountability.
7. Remain at the designated Assembly Area until the "All Clear" or dismissal order is given and you are permitted to re-enter the building or released.

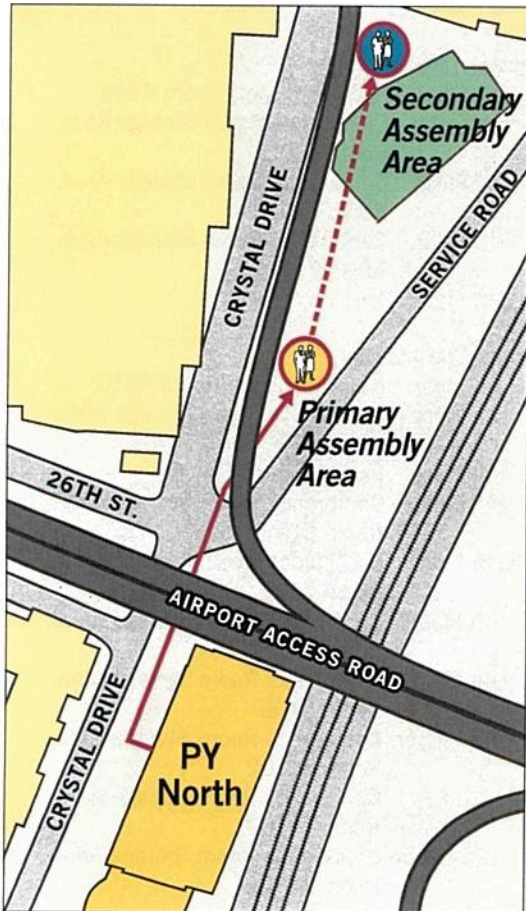


Potomac Yard Assembly Areas and Maps

North Building:

- **Primary Assembly Area:** The Fitness Park beyond the overpass at the corner of 26th Street and Crystal Drive.
- **Secondary Assembly Area:** Continue north alongside Crystal Drive to the open space near the playground at the north end of the park.

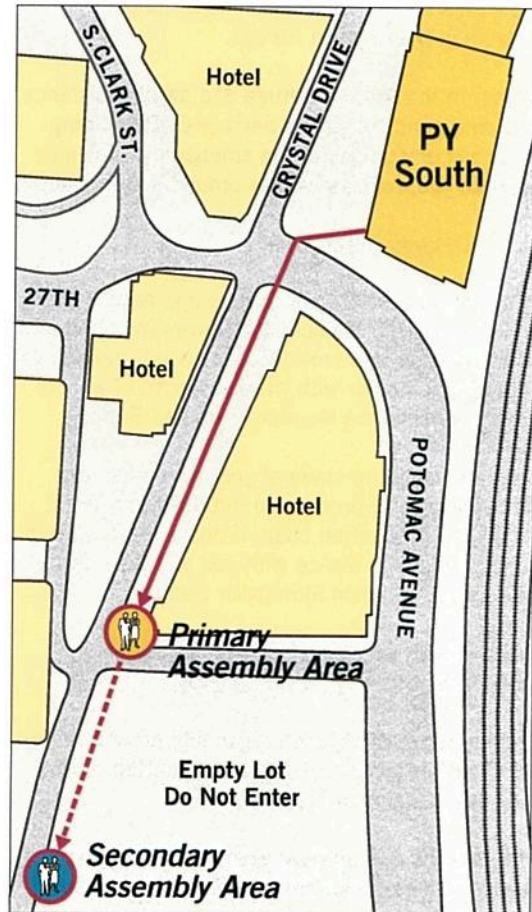
North Building Assembly Area Map



South Building:

- **Primary Assembly Area:** On the green space adjacent to the Renaissance and Residence Inn hotels and parallel to Crystal Drive (across the street from the office buildings at 2800 and 2900 Crystal Drive). NOTE: Please do not overcrowd the sidewalk between the green space and hotels or use any of the hotel facilities.
- **Secondary Assembly Area:** Continue south along the sidewalk/bike path and assemble on the grass area near the intersection with 33rd Street, closest to Crystal Drive.

South Building Assembly Area Map



Evacuation Procedures for Persons Requiring Assistance*



When the fire alarm sounds, persons requiring assistance may choose one of two response options:

Option 1—Area of Refuge Staging

1. Go to the nearest Area of Refuge. If necessary, wait for an Assistance Monitor or your assigned Buddy to assist you in relocating.
2. Notify the EPA Security Command Center (703-347-8700) of your name and location and follow their instructions. Land line telephones are available in the Areas of Refuge.
3. Remain in the Area of Refuge and await assistance from emergency response personnel. Depending on the circumstances of the emergency, they may evacuate you, relocate you or protect you in place.

Option 2—Delayed Evacuation

1. Go to the nearest Area of Refuge and remain there until the majority of occupants have evacuated and the stairwell is less crowded. If needed, transfer to an evacuation chair with the assistance of a Floor Monitor, Assistance Monitor or trained Buddy.
2. Evacuate using the stairs at your own pace, exit the building, and proceed to the Assembly Area. If using an evacuation chair, if possible, bring your personal mobility device with you or have it brought out by an Assistance Monitor or Buddy.
3. Check in with your supervisor for personnel accountability.
4. Remain at the designated Assembly Area until the "All Clear" is given and you are permitted to re-enter the building or are released.

* Note: Persons requiring assistance may request to have an emergency communications device issued for their use during emergencies.

Potomac Yard Areas of Refuge

- Ground floor: assemble outside
- 4th Floor South Building: Pantry, Room S-4261
- 8th Floor North Building: Conference Room, N-8342
- All remaining floors: the large conference rooms on each floor
 - North: 4100, 5100, 6100, 7100
 - South: 5100, 6100, 7100, 8100, 9100, 10100, 11100, 12100

Evacuation Chair Locations

Evacuation chairs are available in the following locations throughout Potomac Yard:

- Potomac Yard North
 - 4th Floor: Hallway Closet, Room 4510
 - 5th Floor: Conference Room Storage Area, Room 5102
 - 6th Floor: Conference Room Storage Area, Room 6102
 - 7th Floor: Conference Room Storage Area, Room 7102
 - 8th Floor: Service Area
- Potomac Yard South
 - 4th Floor: Hallway Closet, Room 4310
 - 5th Floor: Conference Room Storage Area, Room 5171
 - 5th Floor: Pantry, South End
 - 6th Floor: Conference Room Storage Area, Room 6102
 - 7th Floor: Conference Room Storage Area, Room 7102
 - 8th Floor: Conference Room Storage Area, Room 8102
 - 9th Floor: Conference Room Storage Area, Room 9102
 - 10th Floor: Conference Room Storage Area, Room 10102
 - 11th Floor: Conference Room Storage Area, Room 11102
 - 12th Floor: Conference Room Storage Area, Room 12102

Shelter-in-Place



SIP is a short-term emergency response action that requires individuals to remain inside the building because evacuation is unsafe or otherwise inappropriate. Depending on the circumstances of the emergency, SIP can be mandated by a law enforcement or public health authority. Emergencies that may require a SIP response include: severe weather, suspicious package, civil unrest, or biological, chemical or radiological threats.

SIP Procedures

If you are inside Potomac Yard and are notified of an emergency that requires SIP:

1. Turn off personal fans and heaters to reduce air-flow and minimize the spread of any contamination.
2. Close or lower blinds (if applicable) and move away from exterior-facing windows.
3. Unless instructed otherwise, proceed to an interior, windowless space, such as a conference room, pantry, or corridor. If interior space is unavailable, move at least ten feet away from windows toward the interior of the building.
4. Do not use elevators or stairs to travel between floors unless instructed to do so based on emergency conditions. For your safety, remain in the building.*
5. Check in with your supervisor for personnel accountability.
6. If you must use the telephone, keep conversations short so that the telephone lines remain open.
7. Follow the instructions of your OEP Team.

If you are caught outside during a SIP emergency and unable to enter the Potomac Yard building:

1. Immediately seek shelter in another building and proceed to an interior, windowless space, if available.
2. If possible, contact your supervisor and advise him/her of your status and location.

** Note: During a voluntary SIP emergency, you will be allowed to leave the building through a designated exit; however, you will not be permitted to reenter the building until the All Clear has been issued.*

Employee Response Actions



The following pages provide specific emergency procedures for a variety of emergencies that employees may face in the workplace. Familiarize yourself with the procedures so you will know how to respond quickly and safely in an emergency.

Medical Emergency

If someone experiences a medical emergency:

1. Immediately dial 911 and explain the nature of the illness or injury and the location of the emergency (e.g., street address, nearest entrance, floor, room number).
2. Have a coworker contact the EPA Security Command Center (703-347-8700) to explain the nature and location of the emergency so that they can direct the emergency responders.
3. Send someone to meet the emergency responders at the building entrance and try to comfort the ill/injured person while awaiting medical assistance.
4. In case of cardiac arrest, request the assistance of an employee trained to use an Automated External Defibrillator (AED) and perform cardiopulmonary resuscitation (CPR).
 - AEDs are typically located in hallways throughout EPA buildings and include lists of trained employees who work in the vicinity of the AED.
 - AEDs are small, portable devices capable of administering an appropriate electric shock to the heart through the chest wall.
 - Contact EPA's Safety, Health and Environmental Management Division (SHEMD) for information on AED and CPR training.
5. Stay with the ill/injured person until medical assistance arrives.

Fire



If you notice fire or smoke:

1. Activate the closest fire alarm pull station and call 911.
2. Close doors behind you and exit the building as quickly as possible through the nearest stairwell. Do not use elevators.
3. Take your EPA identification badge and essential personal items (e.g., wallet/purse, coat, keys) with you as you exit the building, in case re-entry is not permitted.
4. Once outside the building, proceed to your designated Assembly Area. Check-in with your supervisor for employee accountability and await further instruction.

If you become trapped inside due to heavy smoke or flames:

1. Stay low to the ground to avoid smoke and heat. If possible, use a wet cloth to cover your nose and mouth. If you cannot get to a stairwell, move to a street-facing window.
2. Shout at regular intervals and if you are near a window, wave something to attract attention. Do not break windows unless you are told to do so—oxygen feeds fire.

Civil Unrest



If you are notified of an upcoming protest at Potomac Yard:

1. Report to your work location unless otherwise notified.
2. Avoid all contact with protestors.
3. Keep lobby and corridors clear.
4. Stay away from windows and exit doors.

For spontaneous protests, take the above-mentioned actions and listen for emergency communications (e.g., via email or the PAS) regarding the severity of the incident and any additional response actions.

Protests that turn violent may warrant a building-wide lockdown involving required actions for all occupants, including closing or locking office doors and exterior windows; turning off office lights; and keeping hallways and stairwells clear.

If a building-wide lockdown is ordered, immediately follow the response instructions and remain in lockdown until otherwise directed.

Bomb Threat



If you receive a phoned-in bomb threat:

1. Attempt to keep the caller on the telephone as long as possible. Use the Bomb Threat Data Collection Form to collect key information, such as:
 - Caller's name.
 - Caller's organization.
 - Caller's telephone number (check your telephone's caller identification).
 - Time of call.
 - Distinguishing characteristics of the caller's voice (e.g., gender, accent).
 - Background sounds or noises that may help to identify the caller's location.
2. As soon as possible, call 911 and the EPA Security Command Center (703-347-8700). If you are still on the telephone with the caller, discreetly ask a colleague to make the calls.
3. If the caller disconnects, do not hang up the telephone, accept any other calls or make any calls (use another telephone).
4. If instructed to evacuate or SIP, follow the established procedures for the building.
5. If an actual or suspected bomb or a suspicious item is found, do not disturb it. Immediately report the item to the EPA Security Command Center (703-347-8700) and follow their instructions.

Bomb Threat Data Collection Form

Questions to Ask the Caller

- Where is the exact location of the bomb?
- What time is it set to detonate?
- What kind of bomb is it?
- What will cause it to detonate?
- What is your name and address?
- Why did you plant the bomb?

Immediate Actions

- Stay calm.
- Keep the caller on the telephone as long as possible.
- Be comforting/sympathetic in your response.
- Contact another employee to notify the Security Command Center (703-347-8700).

Identify the person that called

- Name:
- Organization:
- Time of Call:
- Location/Telephone #:

Caller's Voice

- | | | |
|----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Rapid | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Deep | <input type="checkbox"/> Normal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Soft | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Ragged | <input type="checkbox"/> Accented |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Loud | <input type="checkbox"/> Distinct |
| <input type="checkbox"/> Lisp | <input type="checkbox"/> Cracking | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Laugh | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> Crying | |
| <input type="checkbox"/> Other: | | |

Background Sounds

- | | | |
|---------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Street Noise | <input type="checkbox"/> Clear | <input type="checkbox"/> House Noises |
| <input type="checkbox"/> Machinery | <input type="checkbox"/> PA Systems | <input type="checkbox"/> Motor |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Static | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Music | <input type="checkbox"/> Other: |

Write out exact wording of threat using the notes page at the end of this plan.



Earthquake

If an earthquake occurs:

1. Immediately DROP to the ground. If possible, move away from loose objects, windows, shelving and exterior doors.
2. Take COVER underneath a desk, table or other heavy piece of furniture and HOLD ON until the shaking stops.
3. If there is no furniture near you, drop to the ground and try to move to an inside corner of the room. Remain in a crawling position to protect your vital organs and cover your head and neck with your hands and arms; be ready to move, if necessary.
4. Once the shaking has stopped, check yourself for injuries and then help others who are disabled, injured or trapped. Do not move seriously injured people unless they are in immediate danger of further injury.
5. Await further instructions. Do not evacuate the building unless the shaking has stopped AND there is an immediate, obvious threat to your safety (e.g., fire, smoke, or other visible hazard). If you are directed to evacuate, be mindful of downed or hanging power lines that could be live but hidden by debris.
6. Be prepared for aftershocks and respond accordingly.

Severe Weather



During a severe weather emergency, such as a flood, hurricane, severe thunderstorm, or winter storm:

1. Remain inside the building and move away from windows to avoid wind-driven debris.
2. Proceed to an interior, windowless space (designated SIP Assembly Area, enclosed conference room, interior hallway, etc.).
3. Be prepared to relocate to upper- or lower-level floors depending on the nature of the emergency:
 - In a high-wind event, relocate to the lowest level possible.
 - In a high-water event, relocate to the highest level possible.
4. Refrain from using the telephone unless reporting life-threatening emergencies.
5. Check yourself for injuries before helping others who are disabled, injured, or trapped. Do not move seriously injured people unless they are in immediate danger of further injury.
6. Await further instructions. If you are directed to evacuate, be mindful of downed or hanging power lines that could be live but hidden by debris.

Tornadoes



A "Tornado Watch" means that a tornado is possible. A "Tornado Warning" indicates that a tornado has actually formed and you should immediately take shelter. Signs of an approaching tornado include: dark or green sky; severe thunderstorms with strong, gusty winds; large hail; large, dark, low-lying clouds; and a loud roar that may sound like a freight train.

If a tornado occurs:

1. Proceed to the lowest level of the building possible.
2. Go to the center of an interior, windowless space (e.g., enclosed conference room, interior hallway, closet, or a fire-rated stairwell).
3. Stay away from windows, doors, and exterior walls to avoid wind-driven debris.
4. If possible, get under a sturdy table or desk and use your arms to protect your head and neck, and remain sheltered until the tornado has passed.
5. Check yourself for injuries before helping others who are disabled, injured or trapped. Do not move seriously injured people unless they are in immediate danger of further injury.
6. Await further instructions. Do not evacuate the building unless there is an immediate, obvious threat to your safety (e.g., fire, smoke, or other visible hazard). If you are directed to evacuate, be mindful of downed or hanging power lines that could be live but hidden by debris.

Active Shooter



An active shooter is a person actively engaged in killing or attempting to kill people in a confined and populated area. They may be a current or former employee who has displayed characteristics of potentially violent behavior, such as:

- Substance abuse.
- Severe mood swings.
- Noticeable decrease in attention to appearance and hygiene.
- Escalation of problems in the workplace.

In an active shooter incident, quickly determine the best available option to protect your life:

1. Evacuate (RUN).
 - Follow an escape route planned ahead of time.
 - Leave personal belongings behind.
 - Warn others away from the area.
 - Keep your hands visible as you exit the building and follow the directions of responding law enforcement.
2. Hide out (HIDE).
 - Move to a safe location and lock or barricade the entrance.
 - Turn off the lights.
 - Hide behind large objects (e.g., desk, file cabinet).
 - Call 911 only if it is safe to do so; otherwise, remain quiet.
 - Silence or turn off mobile telephones. Turn off other sources of noise (e.g., radios, televisions).
3. Take action against the active shooter as a last resort (FIGHT).
 - Act as aggressively as possible and commit to your actions.
 - Throw objects and use improvised weapons (i.e., whatever you can easily grab to incapacitate the active shooter).

Suspicious Item or Package



A suspicious item or package can have many characteristics, including:

- No return address.
- Many misspellings.
- Excessive weight.
- Excessive packaging.
- Restrictive markings (e.g., "For your eyes only.").
- Protruding wires or foil.
- Excessive postage.
- Oily stains or discoloration.
- Incorrect addressee information.

If you discover an item or package that makes you uncomfortable or is otherwise suspicious:

1. Leave the item exactly where it is and do not touch or move it in any manner.
2. Immediately report the suspicious item to the EPA Security Command Center (703-347-8700) and follow their instructions.

If the suspicious item or package is open and contains a suspicious material:

1. Leave the item where it was discovered and stop others from entering the area:
 - If it is in a private office, leave the office and close the door behind you.
 - If it is in a large, open office, move people to a secure area outside of the office and close off access to the area where the package is located.
2. If you come in contact with any suspicious material, wash your hands and face with soap and water. Minimize contact with others to avoid further spreading.
3. Await further instructions from the EPA Security Command Center (703-347-8700) or emergency responders.

Power Disturbance



If a power disturbance occurs:

1. Unplug and turn off your computer, office equipment and appliances (copiers, microwaves, etc.) to prevent a surge when the power is restored.
2. Do not use open flame sources, such as matches or candles, for emergency lighting. Use flashlights, glow sticks or personal electronic devices (mobile telephones, music players, etc.) instead.
3. If another emergency occurs during the power disturbance, notify the EPA Security Command Center (703-347-8700) and call 911, if necessary. Use the analog telephone in the Areas of Refuge to report the emergency if your office telephone fails.
4. Unless you are directed otherwise, remain in the building until power is restored.
5. If an evacuation is ordered, follow the established evacuation procedures for the building. Once outside, be mindful of downed or hanging power lines that could be live but hidden by debris.

Elevator Malfunction

If you become trapped in an elevator:

1. Use the "push to call" button or the elevator's emergency telephone to contact either the Building Operations Center (703-347-8700) or the EPA Security Command Center and advise them of your situation.
2. Await assistance from emergency responders; DO NOT try to pry open the doors to escape.
3. Never attempt to exit an elevator that has stopped between floors, unless assisted by emergency responders.

Biological Threat



A biological threat involves the release, either intentional or unintentional, of viruses, bacteria, or other toxins that can cause illness or death in people, animals, or plants. Biological agents can be inhaled, ingested, or absorbed through your skin. A biological release may not be immediately obvious; the first evidence may be when you notice symptoms of the disease caused by exposure to an agent.

If you become aware of an unusual or suspicious release of an unknown substance in an EPA building:

1. Move away from the substance and/or area as soon as possible and, if possible, close the door or section off the area to keep others away.
2. Cover your mouth and nose with layers of fabric that can filter the air but will still allow you to breathe (e.g., t-shirt, handkerchief or towel, napkins or paper towels).
3. Call 911 to report the incident and notify the EPA Security Command Center (703-347-8700).
4. Follow the instructions of emergency responders. Be prepared to wash your hands and face with soap and water and bag your clothing, if necessary.
5. Use common sense, practice good hygiene and cleanliness to avoid spreading germs. Seek medical advice.

If a biological release occurs outside the building:

1. Move away from the windows and exterior doors and move to the interior of your floor.
2. Minimize air movement by turning off personal fans and heaters.
3. Cover your mouth and nose with layers of fabric that can filter the air but still allow you to breathe (e.g., t-shirt, handkerchief or towel, napkins or paper towels).

Chemical Threat



A chemical threat is caused by the spill or release, either intentional or unintentional, of a toxic gas, liquid, or solid that can poison people, animals, and the environment. Warning signs of possible chemical exposure include people having difficulty breathing; experiencing eye irritation; losing coordination; becoming nauseated; or having a burning sensation in the nose, throat and lungs.

If a chemical release occurs:

1. Immediately get away from an area where there are signs of a chemical spill or release.
2. If the release occurs inside your building, try to get outside without passing through the contaminated area. Otherwise, move as far away from the suspected release as possible and SIP.
3. If the release occurs outside your building, close doors and windows and turn off personal fans and heaters. Seek shelter in an interior, windowless room.
4. Call 911 to report the incident and notify the EPA Security Command Center (703-347-8700).
5. Follow the instructions of emergency responders. Be prepared to wash exposed skin with soap and water and bag your clothing, if necessary.
6. If you experience symptoms of chemical exposure, immediately remove contaminated clothing and wash exposed skin, being careful not to rub the chemical into your skin. Look for any available water source such as a restroom, pantry, or fountain.

Radiological Threat



A radiological threat is caused by the spill or release, either intentional or unintentional, of radioactive material that can contaminate the air, water, and soil. Radiological releases can take the following forms:

- Nuclear blast due to a weapon capable of producing an intense radioactive explosion.
- Radiological dispersal device, also known as a dirty bomb, is a conventional explosive that spreads radioactive materials over a relatively isolated area.

If a radiological release occurs inside Potomac Yard:

1. Immediately evacuate to minimize your radiation exposure. Follow the established evacuation procedures for your building.
2. Await further instructions from emergency responders.

If a radiological release occurs outside Potomac Yard and you are INSIDE:

1. Turn off personal fans and heaters.
2. Seek shelter immediately, preferably underground or in an interior, windowless room, placing as much distance and dense shielding as possible between you and the outdoors where the radioactive material may be located.
3. Await further instructions from emergency responders.

If a radiological release occurs outside Potomac Yard and you are OUTSIDE:

1. Seek shelter indoors immediately in the nearest undamaged building.
2. If appropriate shelter is not available, cover your nose and mouth and quickly move upwind, away from the location of the release. Then, seek appropriate shelter as soon as possible.
3. Await further instructions from emergency responders.

Personal Preparedness



Emergency Go-Kit

To prepare for workplace emergencies, consider storing an Emergency Go-Kit at your desk or work space. Use a back-pack or a duffle bag to create your own kit or consider purchasing a ready-made kit and customizing it to fit your needs. The kit should contain items you might need following an evacuation or SIP, such as:

- ☐ Bottled water.
- ☐ Nonperishable food.
- ☐ Flashlight with batteries or glow sticks.
- ☐ Spare clothes and walking shoes.
- ☐ Extra doses of any required medications.
- ☐ Spare glasses or extra contact lenses.
- ☐ Personal hygiene items.
- ☐ Whistle.
- ☐ Radio with batteries.
- ☐ Extra set of house and car keys.
- ☐ Emergency contact numbers and family communications plan.
- ☐ Cash in small denominations.
- ☐ First aid kit.
- ☐ Identification cards (e.g., driver's license, health insurance).
- ☐ Mobile telephone and charger.

Emergency Preparedness Information and Resources



The resources below are provided for your reference to support personal preparedness planning. The telephone numbers should not be used to report emergencies.

Nearest Hospital

Inova Alexandria Hospital
4320 Seminary Road, Alexandria, VA 22304
703-504-3000

Nearest Fire Station

ACFD Station 5
1750 South Hayes Street, Arlington, VA 22202
703-228-0105. TTY: 703-228-4611

Area Transportation

Metro Information Line.....	202-637-7000 TTY: 202-638-3780
Amtrak Information Line.....	800-872-7245 TTY: 800-523-6590
VRE Information Line	800-743-3873 TTY: 703-684-0551
MARC Rail Information Line.....	866-743-3682 TTY: 410-539-3497

Emergency Preparedness Websites

EPA Intranet—EPA HQ Security in the Workplace

<http://intranet.epa.gov/hqsecurity>

Source for regularly updated information on preparedness, safety, and security issues for Headquarters facilities as well as access to the OEP Awareness web-based training.

Ready.gov

<http://www.ready.gov>

The federal government's central site for providing Americans with information on preparing for emergencies at work and at home.

The American Red Cross of the National Capital Area

<http://www.redcrossnca.org>

Source for tips, expert advice, and training on preparing for all types of emergencies at home, school, work, and in your community.

National Organization on Disability (NOD)

<http://www.nod.org>

NOD's Emergency Preparedness Initiative addresses disability concerns at all levels of emergency preparedness planning, response, and recovery.

Washington, D.C. Area

Dismissal and Closure Procedures

<http://www.opm.gov/oca/compmemo/dismissal.pdf>

Office of Personnel Management's (OPM) procedure for changing the operating status of the federal government in the Washington, D.C. area.

Are You Ready? A Guide for Citizen Preparedness

<http://www.fema.gov/areyouready>

FEMA guide on individual preparedness featuring videos and links to additional resources.

Arlington County, VA Office of Emergency Management

<http://sites.arlingtonva.us/oem>

Tips and resources for preparing for emergencies affecting Arlington County, VA.

Notes

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.



For more information about the
EPA Headquarters OEP Program,
contact OARM's Security Management
Division at (202) 564-1500 or
Occupant_Emergency_Plan@epa.gov.

Office of Administration and Resources Management
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